



<b>Job Title</b>	<b>Transit Services Supervisor</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>SUP</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>13910</b>

### Class Specification – Transit Services Supervisor

#### Summary Statement:

The purpose of this position is to provide the Division Manager with specialized assistance for an assigned function or workgroup, which may include planning, finance, facilities, or another specific function of the Division. This is accomplished by forecasting, developing, and managing an annual budget and completing purchasing and contracting processes required to meet the needs of the assigned function or workgroup. Responsibilities also include participating in planning activities at the divisional level, overseeing staff, coordinating activities with other programs and agencies, and maintaining current knowledge in the field of specialty.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Provides specialized, highly responsible, and complex assistance to the Division Manager for the assigned function or workgroup. Researches, conducts studies, and otherwise keeps abreast of industry trends and innovations to provide recommendations for improvements or planning purposes; and participates in developing Division goals, priorities, and policies.
15%	Coordinates function or workgroup activities with the Division's other programs and workgroups, contractors, City Departments and Divisions, outside agencies, and the general public. Prepares reports and presents information to various boards, commissions, committees, Council, and local, state, and federal agencies; and represents the Division as necessary.
45%	Manages, directs, supervises, and participates in activities of the assigned function or workgroup; monitors work flow; reviews and evaluates procedures and work product; and meets with reporting staff to identify and resolve operational or procedural problems. Ensures all activities are carried out in compliance with federal, state, and local laws and regulations; and sets policies and procedures to ensure activities are carried out by sound practices and with proper internal controls.
10%	Forecasts and develops an annual budget for the assigned function or workgroup; monitors expenditures; implements adjustments; and follows established processes for purchasing and contracting for goods and services needed to accomplish the goals of the assigned function or workgroup. This includes developing contract specifications, managing projects, and overseeing contracts to ensure compliance with agreed terms.



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5%	Selects, trains, directs, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
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### **Competencies Required:**

**Human Collaboration Skills:** Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in transportation planning, public administration, or a related field.

**Experience:** Five years of full-time responsible experience in public transportation planning, transit programs, or a related field, including three years of administrative and/or supervisory experience.



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**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

**Supervision Received:**

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.



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**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: October 2014